



St Augustine Primary School,  
Wilman Road, Tunbridge Wells,  
TN4 9AL



**ST AUGUSTINE'S PRIMARY SCHOOL, TUNBRIDGE WELLS**  
**MINUTES OF FULL GOVERNING BODY MEETING**  
**TUESDAY 23 SEPTEMBER 2014**  
**7.30pm at the School**

Present Karon Crane, David Glynn, Mel Gonzales, Judy Green, Francis McGee, Carol Mellors, Ann Theobald, Jackie Warren (Head Teacher).

In attendance Sarah Codling (Clerk), Jon Crozier

Start 7.40 pm. In the absence of Mr Dennison, Mrs Green chaired the meeting.

**1. Prayer**

Mrs Green opened the meeting with a prayer.

**2. Apologies for absence**

Apologies received from Lisa Bon (illness), Mark Dennison (illness), Paul Noonan (work) and Father Peter Stodart (retreat). Mel Gonzales advised she may arrive late. All apologies were accepted.

**3. Declaration of Business Interests.**

None. The Register of Business Interest forms are to be located and signed at the next meeting. **Action: Clerk.**

**4. Elect Chair**

Mr Dennison was elected as Chair as proposed by Mrs Green and seconded by Mrs Mellors. All Governors voted in favour. Mr Dennison advised Governors, via Mrs Green, that this would be his last year serving as Chair as he has been in the position for 3 years.

**5. Elect Vice Chair**

Mrs Green advised that she would not wish to stand as Chair next year. It was then proposed to have joint Vice Chairs.

*Mel Gonzales arrived 7.42pm*

Mrs Green and Mrs Crane were nominated as co Vice Chairs as proposed by Mrs Warren and seconded by Mrs Theobald.

*Mrs Green and Mrs Crane left the meeting.*

All Governors voted in favour.

*Mrs Green and Mrs Crane returned to the meeting.*

**6. Governor Matters**

Welcome to any new Governors

No new Governors have joined the Full Governing Body. Mrs Amber Moth has been approached to join the Governing Body. Mrs Mellors has been redesignated from LA Governor to Foundation Governor. The Clerk is to contact the Chair regarding Mrs Moth's appointment. **Action: Clerk.**

Meeting dates to be set for the forthcoming year

The next FGB meeting is 21 October. Mrs Theobald advised her holidays as she would be on holiday. Further dates are to be set at that meeting.

To review the Terms of Reference of Committees

The Committee Terms of Reference are to be reviewed at their respective Committees. The Terms of Reference for the Governing Body are to be reviewed at the next meeting.



### To review the Standing Orders

To be reviewed at the next meeting.

### To discuss reconstitution from September 2015

- The Chair had previously distributed information from the Diocese covering the legality of reconstituting the Governing Body.
- The proposed model for a school such as St Augustine's would be 12 Governors comprised of 1 Headteacher, 1 staff Governor, 1 LA Governor, 2 parent Governors and 7 Foundation Governors.
- It was proposed to discuss this in detail at the meeting on 21 October, to be followed by a meeting of Foundation Governors.
- The school is prescriptive about a majority of 2 Foundation Governors, but the final numbers are flexible. The proposed model is the minimum recommended. If there is a greater number of Parent Governors, the Foundation Governors would need to increase proportionally.
- Governors noted that the Governing Body should not decrease so much to make achieving a quorum difficult.
- A skills based survey was completed last academic year. The subsequent information has been useful to show where skills can be found and where any gaps may be. This also helps when considering training. At the time of the survey, it was established that safeguarding training and new curriculum training was required. It was noted that, having completed SFVS and reviewing minutes, some Committees could be made smaller in terms of overall numbers. Governors are to be asked which Committee they wish to attend. Also, the number of committees Governors are members of should be kept to a minimum to ensure that attendance is achieved as there are less demands on time.
- The Pay and Staffing Committee is to comprise of the Chairs of the other Committees.
- Mrs Crane volunteered to contact Governor Services for some help. **Action: KC.**
- Mrs Warren noted that the reconstitution is to ensure the Governing Body is fit for purpose. The message to Governors is that the Governing Body is only for people who are active in their position.
- The proposed timetable for reconstituting was agreed as:
  - October – Meet Governor Services
  - November – Foundation Governor meeting
  - January – Discuss reconstituting at Full Governing Body meeting
  - April/May – Agree the reconstituted Governing Body
  - July – Sign new Instrument of Government.

### Class links and responsibilities

- *Committees*
  - Curriculum Committee - Lisa Bon (Chair, English), Karon Crane (English), Mark Dennison, Judy Green (Science), Clare Sawyer (Maths), Father Ed Tomlinson (RE), Jackie Warren
  - Finance and Premises Committee - David Glynn (Chair), Mark Dennison, Ann Theobald, Jackie Warren, Frances Sargeant. Francis McGee (to discuss with Mr Glynn whether to be a member of the Committee.
  - Community Committee - Judy Green (Chair), Florence Duffield, Mel Gonzales, Carol Mellors, Amber Moth, Clare Sawyer, Father Peter Stodart, Jackie Warren
  - Pay and Staffing Committee - Mark Dennison (Chair), Lisa Bon, Karon Crane, David Glynn, Judy Green, Jackie Warren, Frances Sargeant
  - Admissions Committee - Carol Mellors, Ann Theobald, Jackie Warren
  - Headteacher Performance Management - Mark Dennison, Karon Crane, Carol Mellors
  - School Development Team - Mark Dennison, Francis McGee, Paul Noonan, Father Ed Tomlinson, Jackie Warren
- *Area of Responsibility*
- English – Lisa Bon (KS1), Karon Crane (KS2)
- Maths – Clare Sawyer

Signed

Date



- Science – Judy Green
- History and Geography – TBA
- Music & Art – Mel Gonzales
- RE, SMSC, PHSE – Father Peter Stodart and Father Ed Tomlinson
- ICT – TBA
- PE – TBA
- Early Years – Florence Duffield
- Pupil Premium – Paul Noonan
- It was noted that if a teacher is responsible for 2 subjects, those subjects should be covered by one Governor.
- TASC and Ferre Laever – this is to be temporarily removed until the school is classified 'Good'. Mel Gonzales was previously responsible.
- Governors questioned whether other phases should be covered, as with Early Years, or whether they should be allocated to the School Development Team. It was also questioned whether SMSC encompasses other items.
- It was agreed that RE with the SMSC and PHSE leader should be a team together. Therefore, Father Peter and Father Ed were allocated to these areas.
- Mrs Warren is to provide a list of staff responsibilities in order to allocate Governor responsibilities.  
**Action: JW.**
- It was noted that, since Ofsted, Governors have concentrated on prescribed questions when completing formal visits to the school and less on subjects. The emphasis should still be on the class.
- The School Development Team direct the visit programme. It is convenient and expedient to use the class contact to do this as the class link aids dispersing the workload. However, if the school is to be focussed on curriculum areas instead of teaching and mentoring of teachers there may be less need for the class link.
- The Post Ofsted Plan has subject leadership as the focus. Phase leadership was developed last year.
- Governors asked whether the School Development Team is to set the monitoring plan. This was confirmed and SDT is meeting 16 October 2014. SDT are to take a view of what is required in governance terms, ie. Subject/phase/class.
- Governors asked if they could consult the teachers as to whether support has been helpful. Mrs Warren advised they could so long as it is understood that staff may have felt an intensity of contact last year which was completed to drive up the agenda of SDT. Therefore, it may not reflect similarly this year.
- SDT are to 'drive' the formal visits and what is expected. Mrs Warren and Mr Crozier are to speak with staff at the next briefing.

## 7. Minutes of Previous Meetings – 10 July 2014 & Matters Arising

The minutes of the meeting 10 July were not distributed so should be considered at the next meeting.

### Matters Arising

Carried forward.

## 8. Headteacher's Update and Post Ofsted Action Plan

- The spotlights were distributed prior to the meeting. Questions were invited.
- Governors asked whether the Post Ofsted Action Plan was completed last year. Mrs Warren advised that the school is doing well and everything was completed last year, plus extra.
- Governors advised that the spotlight looks more crowded than the last plan. Mrs Warren advised that it is the pace the school is working at and what was completed last year. However, the spotlight has



been expanded to show more detail in order to stand out more. It is also written to a particular audience who are not aware of their responsibility. In the staff room there are posters where the spotlights are drilled down to a step by step guide, shared with SDT last year, showing where the school is currently and what the next step is. It was noted that there is a section about the Governing Body to complete for the Post Ofsted Action Plan.

- Subject leadership is a big part of this year, not just due to the new curriculum but also to upskill teachers and develop areas of their professionalism.
- The school needs to make sure the known areas where progress was hardest to make or falling behind gets the extra intensity of support. Mr Crozier advised that Yrs 3 and 5 remain the focus years. They are not spotlights but the work within the spotlights will help them and fix on those year groups.
- Governors questioned the focus training for TA's. It was advised that this started last year and will be built on this year. A lot was completed last year and the increased number of meetings are to continue. Last year the TA meetings were discussing issues, this year is to focus on training. This aspect is viewed to become a strength.

#### Staffing.

- There is a teacher in every classroom. There are 2 vacancies for TAs due to a resignation during the holidays and another last week due to a career change.
- All teachers have settled quickly into their classrooms.
- Edwina Edwards is taking over responsibility of Mrs Spain's class. Mr Crozier is in the class 3 times a week and has seen she has settled in well.
- Reception class are not yet in full time in the afternoon. Home visits are continuing and have been successful. A good group of children have come into the school.

#### Data

- The Making Figures Speak data was received when Mr Crozier was at PGL last week. A summary has been distributed.
- The figures for KS1 had improved by the end of the year.
- Governors reviewed the data.
  - KS1
    - Reading 2b+ - Lower than Kent and National and FFT
    - Writing 2b+ - Maths 2b+ and Reading 3+ - Higher than Kent and national, lower than FFT
    - Reading 3+ - Higher than Kent and National, broadly in line with FFT
    - Maths 3+ - Lower than Kent, broadly in line with National, lower than FFT
  - KS2, Level 4+
    - Reading/writing and Maths combined L4+, Writing 4+ - Higher than Kent and National, broadly in line with FFT
    - Reading 4+ - Higher than Kent and National, in line with FFT
    - Grammar, Punctuation and Spelling 4+ - Higher than Kent and National
    - Maths 4+ - Higher than Kent and National, lower than FFT
  - KS2, Level 5+
    - Reading/Writing and Maths combined L5+ - Higher than Kent and National, broadly in line with FFT
    - Reading 5+, Maths 5+ - Higher than Kent and National, lower than FFT
    - Writing 5+ - Higher than Kent and National and FFT
    - Grammar, Punctuation and Spelling 5+ - Higher than Kent and National
  - KS2 Level 6
    - Reading L6 – In line Kent and National, broadly in line with FFT
    - Writing 6 – Broadly in line with Kent and National and FFT
    - Grammar, Punctuation and Spelling L6 – Higher than Kent and National
    - Maths L6 – Higher than Kent and National and FFT



- 2 Levels Progress
    - Reading broadly in line with Kent and National, Writing and Maths lower than Kent and National.
  - 3 Levels Progress – Reading lower than Kent, Writing broadly in line with Kent, Maths Higher than Kent
- The data is historical, as at end of July.
  - The L5+ data is better than expected and should get the school out of Requires Improvement.
  - The Level 6 data is higher than expected. Maths expected 10% but achieved 22%. There were 12 pupils at this level. Maths saw a great improvement as 54% made 3 levels progress.
  - Floor target is 2 levels progress. If more progress is made it is classified as exceeding expectations.
  - Progress for 3 levels progress was adequate for writing and maths.
  - The school still struggles with 2 levels progress where children seem to be either at the lower or higher level of the spectrum. Progress still needs to be accelerated for those who were slower at progressing lower down the school.
  - Nobody who achieved a Level 3 converted to Level 6. However, this is in line with other schools.
  - The majority did convert from Level 3 to Level 5. Reading was flagged up, particularly in KS1.
  - The current Yr 3 and 5 are the focus.
  - Progress is being discussed with teachers and phase leaders. They are reviewing what is expected and what needs to be done in order to achieve.
  - Governors congratulated staff for excellent data last year.

## 9. Safeguarding

Nothing to report

## 10. Chair's Actions/Correspondence

The Chair attended the PTA AGM where the PTA were thinking of ways to support the school. The Chair thanked the PTA and would encourage Governors to attend PTA events to help where possible.

## 11. Any Other Urgent Business

- St Augustine's was encouraged to join the Kent Catholic Schools Trust. However, when discussed, it was decided to defer until the school is graded 'Good'.
- The local schools in Tunbridge Wells have put together a collaboration. St Augustine's is now one of only 3 schools in the area who are not in the collaboration. Therefore, the collaboration with local Headteachers will cease as of next week.  
After reviewing, Governors felt it would be beneficial to join the LCT. It would take 3 months to join (as it does to leave). All Governors approved joining the LCT. Ultimately, the school is to join the Kent Catholic Trust.
- Details have been circulated about a new Kent Admissions Procedure. This is for September 2016. It is to come to the attention of the Community Committee at the November meeting. The Admissions Committee are to review prior to the meeting. The policy is to be ready for September 2015 for admissions September 2016. **Action: JW, CM, AT, Community Committee**

## 12. Confidentiality

None.

## 13. Dates of Future Meetings

FGB – 7:30pm Tuesday 21 October 2014

End 9.45p.m.

Signed

Date

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### **Action Points**

The Clerk is to contact the Chair regarding Mrs Moth's appointment.	Clerk
<ul style="list-style-type: none"><li>Mrs Crane volunteered to contact Governor Services for some help regarding reconstitution.</li></ul>	KC
<ul style="list-style-type: none"><li>Mrs Warren is to provide a list of staff responsibilities in order to allocate Governor responsibilities</li></ul>	JW
<ul style="list-style-type: none"><li>To review the new Kent Admissions Procedure. It is to come to the attention of the Community Committee at the November meeting. The Admissions Committee are to review prior to the meeting. The policy is to be ready for September 2015 for admissions September 2016.</li></ul>	JW, CM, AT, Community Committee